

# Upcoming Technology Training:



Please register for these classes on the PD registration site. If less than five people sign up for any of the classes, the class may be cancelled. Registering info is italicized.

**Google Mail and Calendar** – Monday, October 18, 4:00-6:00 or Wednesday, November 10, in the MS open lab.

*Penn 500-Pennfield Google Apps and Mail- section 5 and 6*

Learn how to use the Google mail and calendar system that we currently use for Pennfield Schools. We will look at mail, calendars and contacts. This is open to any member of the Pennfield Staff

**Basic Moodle** – Monday, October 25, 4:00 – 6:00, MS open lab

*MDL - Moodle section 16*

We will look at the basic features of Moodle such as: Labels, links, files, web page and maybe an online assignment.

**Data Director Basics** - Monday, November 1, 4:00-6:00, MS open lab

*Data Director 200- The Basics of Data Director, section 2*

Learn how to get around in Data Director to find information you need for your classroom. We will look at student info, MEAP reports and creating your own reports. We will also look at the online test taking system in Data Director.

**More Moodle** – Wednesday, November 3, 4:00-6:00, MS Open Lab

*MDL600 – Moodle II – section 9*

We will look at assignments, forums and how to integrate Google calendars and docs into your Moodle. We will also look at how to embed objects such as Discovery Streaming videos and more.

**Google Docs** - Thursday, November 18, 4:00-6:00, MS Open lab

*Tech 532- Google Apps for Education section 3*

Learn the basics about Google Docs and how you can use it to share and collaborate with other staff members or students.